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Job Description

Post title: Head of Faculty Finance

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Author: Simon Mason/

School / Department: Finance Department

Faculty / Directorate: Professional Services

Job Family: Management, Specialist and Administrative (MSA)

Grade: Level 6

ERE Pathway (if applicable): Not applicable

Post reporting to: Director of Finance – Business Support

Post line report(s): Team of qualified and non-qualified financial professionals

Post base location: Hybrid: Campus / Home

Job purpose:

* Leadership and oversight of all aspects of accounting and financial business support to one of the University of Southampton’s Faculties, and any specialist areas within it.
* To be Finance Business Partner to the Dean/Vice President (VP) (Operations) of the Faculty or Professional Service with remit to drive income generation whilst maintaining tight cost control and efficiencies, ensuring long term financially sustainable activity.
* To deliver accurate, effective and sustainable financial plans, budgets and forecasts and relevant management information to support Faculty’s Teaching, Research and Enterprise Activities.
* Working across the Finance Business Partner network, instigate and lead business change opportunities which continually improve customer service levels and efficiencies within and across the Faculty and Professional Services teams.
* To lead and manage the Faculty/Professional Service Finance Team ensuring adherence to professional standards, appropriate personal development and high levels of staff engagement.
* To be part of the Finance Leadership Team, driving transformation and continuous improvement within and across the broader Finance Directorate.
* The post holder will be a member of the finance leadership team (FLT) and will be required to take on additional responsibilities which support the wider finance directorate,

## Key accountabilities and indicative time allocation:

1. **25%**

To Business partner with the Dean/VP (Operations) to drive income generation whilst maintaining tight cost control and efficiencies, ensuring long term financially sustainable activity.

* To support the development and implementation of Faculty Growth Strategies by providing relevant, insightful financial analysis to support the strategic plans.
* To work with the Faculty/Professional Services to produce robust and timely Business Plan submissions, taking the lead for the financial aspects of that submission.
* To support financial and commercial development of business cases using HMT Green Book methods for large scale capital funding projects and provide assessment of risk and opportunity areas to Deans/VP (Operations)/Executive Director of Finance and UEB to support decision making.
* To propose, develop and lead on business change processes which improve customer service levels and efficiencies within and across the faculties and professional services.
1. **25%**

To provide timely and accurate management information to support and inform the business and to enable data-led decision making at local and University levels

* To produce regular management information to a standard format and timetable as set out by the Director of Financial Planning and Analysis.
* To prepare forecast statements and reports Director of Financial Planning and Analysis, where there are challenges meeting targets, including formulation of recovery options
* To provide tailored management information to individual schools, departments and groups to enable the efficient financial operation of the faculty.
* To provide data and insight to the Faculty, Professional Service and broader University to support Annual Planning Review (APR) meetings APR, and other formal and informal reviews and audits.
1. **25%**

To lead provision and advise on professional accounting standards to Deans/VP(Operations)and to ensure compliance to all internal and external accounting policies.

* To maintain the appropriate financial reporting structure at the level below the overall budget and ensure that appropriate support is given to staff with delegated financial responsibilities.
* In liaison with the Finance Systems Team, to ensure appropriate systems and processes are in place to deliver an efficient financial service including effective use of university financial systems and databases.
* To be responsible for the Faculty/Professional Service accounts within the University’s wider financial statements. In liaison with the Financial Accounting team, to give a true and fair view of the Faculty/Professional Service finances according to relevant accounting conventions and published standards and subject to audit by external audit.
* To highlight any potential financial risk and liaise with internal finance specialist teams where appropriate.
1. **5%**

Fiduciary role – professionally guard University’s finances and assets from misuse or loss.

* To negotiate on behalf of the University including major complex initiatives/dealing with regulatory bodies about the work of their area of responsibility.
* To act as authorised signatory on transactions including all research contracts up to £1million. To be responsible for post award processes on grants and other awards, including costing and assistance with negotiation.
1. **10%**

To manage and lead a large Faculty Finance Team (including oversight and line management of other professionally qualified staff) and ensure that arrangements are made for appropriate personal development and role related training of staff.

To manage and build relationships with members of the finance Executive Leadership Team and with the wider finance teams to support University Strategy and continuous improvement.

1. **5%**

To provide financial expertise and support to other University Faculties as required.

Any other duties that fall within the purview of the post, as allocated by the Executive Director of Finance, following consultation with the post holder.

1. **5%**

To represent Finance on University Committees/working parties, assisting on policy formulation and financial advice. To represent the university on national bodies and external committees as required.

Internal and external relationships:

Internal Relationships

* Departmental and University senior management
* Other members of the department/University staff

External Relationships

* External customers
* Relevant suppliers and external contacts.

Special requirements:

# Person Specification – Skills and Competencies

All essential and desirable criteria outlined in this Person Specification will be assessed through a combination of recruitment application and CV, and where applicable numerical or written assessment.

**Knowledge, Experience and Qualifications**

Essential

* Comprehensive theoretical knowledge and understanding of the required technical or specialist discipline, accompanied by extensive and varied practical and/or managerial experience.
* CCAB or equivalent professional qualified accountant
* Proven experience of managing significant change.
* Proven strategic management skills.
* Extensive post qualification senior financial management experience within a highly complex financial environment within a large organisation.
* Extensive experience of the provision of financial advice to senior management teams and the management of major budget areas.

Desirable

* Knowledge of the Higher Education Sector.
* Practical experience of Management Information Provision.
* Effective use of Artificial Intelligence (AI) to support, develop and improve outputs

**Teamwork and Communication**

Essential

* Proactively managers team dynamics and performance, ensuring quality standards are consistently achieved.
* Fosters and maintains positive relationships both within and outside of own department.
* Proactively works with senior managers across the university to achieve key deliverables.
* Negotiates effectively on behalf of the department or University on key issues.
* Develops and leads key communications strategies.
* Uses persuasion and positively influences others to develop and agree long-term priorities and strategic plans.
* Ability to explain financial concepts in an understandable way to non-finance professionals.
* Ability to form effective working relationships with staff of various levels of seniority and disciplines.

Desirable

* Presentation skills
* Experience of providing training

**Planning, Organisation and Resource Management**

Essential

* Manages and shapes the direction of specialist or professional area of activity.
* Plans and manages major new projects or work activities, where precedent may not exist, ensuring plans complement wider strategic plans.
* Able to organise major new initiatives, with little or no precedent.
* Ability to Project manage complex financial initiatives.
* Sets measurable long medium and short-term goals.
* Ability to organise and prioritise your own and your teams’ workloads in order to meet deadlines
* Proven ability of co-ordinating the collation and validation of data from multiple sources.

**Problem Solving and Initiative**

Essential

* Demonstrates authoritative awareness of the theories and practices of a professional, specialist or technical field, and an ability to apply this to achieve work outcomes and resolve deep-rooted or highly complex problems.
* Develops significant new concepts and original ideas within professional or specialist field to address issues of strategic importance.
* Excellent analytical skills and the ability to understand complex data sets and information

Special Requirements

Experience of successfully leading a group of qualified professional accountants, displaying both high level technical expertise and ability to maximise the team strengths.

# Job Hazard Assessment

A full health clearance is required for this role where any hazards marked “**^**”, using the agreed Occupational Health referral template [available from here](https://sotonac.sharepoint.com/teams/HealthWellbeing/SitePages/Occupational-Health.aspx). Where a full health clearance is required, this will apply to all role holders, including existing members of staff.

## Physical Environment

Working outside **^** Not applicable

Exposure to noise levels >80dbA **^** Not applicable

Working with dust or fumes **^** Not applicable

Working with skin irritants **^** Not applicable

Working with chemicals (industrial or cleaning) **^** Not applicable

Working in a confined space **^** Not applicable

Working at height **^** Not applicable

Working with sewage **^** Not applicable

Contact with cytotoxins **^** Not applicable

Exposure Prone Procedure (EPP) work **^** Not applicable

Contact with clinical specimens or pathology work **^**  Not applicable

Direct patient care or patient contact Not applicable

Exposure to temperature extremes Not applicable

Frequent hand washing Not applicable

Ionising radiation Not applicable

## Psychological and Social Environment

Working shifts **^** Not applicable

Working nights **^** Not applicable

Lone working Not applicable

Working with children Not applicable

Exposure to persons with challenging behaviourNot applicable

Working with larger groups Not applicable

## Equipment, Tools and Machines

Working with vibrating machinery or tools **^** Not applicable

Driving duties e.g. LGV, PCVs, forklift trucks **^** Not applicable

Food handling Not applicable

Contact with latexNot applicable

## Physical Abilities

Prolonged physical movements or actions e.g. walking **^** Not applicable

Prolonged Standing or Sitting **^** Not applicable

Moving or handling heavy loads **^** Not applicable

Repetitive pulling or pushing **^** Not applicable

Repetitive climbing (steps, stools, ladders, stairs) **^** Not applicable

Repetitive crouching, kneeling or stooping Not applicable

Repetitive lifting Not applicable

Fine motor grips (e.g. pipetting) Not applicable

Repetitive reaching below shoulder height Not applicable

Repetitive reaching at shoulder height Not applicable

Repetitive reaching above shoulder height Not applicable

# Behaviours

Our [Inclusion and Respectful Behaviour Policy](https://www.southampton.ac.uk/about/governance/regulations-policies/policies/inclusion-respectful-behaviour) describes the expectations of everyone who is a part of our community.

Our **Southampton Behaviours** (below) outline the responsibilities we each have in working collaboratively to achieve our University strategy.

**Personal Leadership**

 - I take personal responsibility for my own actions and an active approach towards my development.

 - I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly.

 - I demonstrate pride, passion and enthusiasm for our University community.

 - I demonstrate respect and build trust with an open and honest approach.

**Working Together**

 - I work collaboratively and build productive relationships across our University and beyond.

 - I actively listen to others and communicate clearly and appropriately with everyone.

 - I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish.

 - I proactively work through challenge and conflict, considering others’ views to achieve positive and productive outcomes.

**Developing Others**

 - I help to create an environment that engages and motivates others.

 - I take time to support and enable people to be the best they can be.

 - I recognise and value others’ achievements, give praise and celebrate their success.

 - I deliver balanced feedback to enable others to improve their contribution.

**Delivering Quality**

 - I identify opportunities and take action to make improvements.

 - I plan and prioritise efficiently and effectively, taking account of people, processes and resources.

 - I am accountable for tackling issues, making difficult decisions and seeing them through to their conclusion.

 - I encourage creativity and innovation in others, to deliver workable solutions.

**Driving Sustainability**

 - I consider the impact on people before taking decisions or actions that may affect them.

 - I embrace, enable and embed change effectively.

 - I regularly take account of external and internal factors, assessing the need for change, and gaining support to move forward.

 - I take time to understand our University strategy and communicate this to others.